

Los Gatos-Saratoga Union High School District (LGSUHSD)

Board Meeting - What to Expect Summary

Board of Trustees

Theresa Bond | Steve Chen | Dr. Misty Davies
Shawn Mortensen | Katherine Tseng

Superintendent

Heath Rocha



TYPES OF MEETINGS

Regular Meeting (normal, scheduled business meetings of the Board):

- The agenda must be posted at least 72 hours prior to the meeting.
- The public is allowed to address the Board on items on the agenda and items that are within the Board's jurisdiction that are not on the agenda.
 - The Board may set public comment time limits

Special Meeting (called before the next regularly-scheduled Board meeting):

- The agenda must be posted at least 24 hours prior to the meeting.
- Only items on the agenda may be considered.
 - The public is allowed to address the Board, but only concerning items on the agenda for consideration.

Emergency Meeting (work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both)

- A one-hour notice must be given by phone to local media. (There is an exception for a "dire emergency," in which there is a "crippling disaster, mass destruction, terrorist act")
- Only items listed on the agenda may be considered.
- Minutes should be taken and must be posted in public within 10 days.

ACTIONS OF THE BOARD

Opening Business/Closed Session

The Board will open the meeting and establish a quorum.
The Board will identify closed session items.

Board/Staff/Student Rep./Superintendent Comments

Board members, Staff, Student Representatives, and the Superintendent will share site visits, or events attended, as well as to celebrate the great work of the district/staff.

Consent Calendar

Items that are considered to be routine and will be enacted in one motion. No discussion of these items will be held prior to the time the Board considers the motion unless a board member requests for an item to be discussed or removed.

Action/Discussion/Information

Items presented to the Board for action, discussion, or informational purposes. These items will have the recommendation which will outline what is being asked of the Board.

THE SIX STEPS OF ANY MOTION

1. **Motion:** A member raises a hand to signal the Board President, and after being recognized, makes the motion
2. **Second:** Another member Seconds the Motion
3. **Restate Motion:** The Board President restates the motion
4. **Discussion:** The members discuss the Motion
5. **Restate Motion:** The Board President restates the Motion, then asks for votes (ayes, nays, abstentions)
6. **Announce the Vote:** The Board President announces the result of the vote

QUESTIONS...

If you need additional support or would like to ask questions about this process, please contact the Executive Assistant to the Superintendent and Board of Trustees at tzarevich@lgsuhd.org or 408-354-2520 ext. 242

CONDUCT/STRUCTURE OF MEETINGS

Closed Session

What is Closed Session on an Agenda?

Closed Sessions are confidentially held with the Board and any designated individual(s) or legal counsel.

The allowable closed session topics come from the statute (Brown Act).

Are decisions made in Closed Session?

Action in Closed Session is reserved for only specific types of items. Generally, actions taken in Closed Session must be reported to the public

Why are they not responding to my public comment?

The Brown Act guarantees the public's right to attend and participate in meetings of local legislative bodies.

All of the Board's work is done in public, except for closed session items. Therefore, the Board cannot discuss a topic that is raised in general public comment because that item was not on the agenda and other members of the public would not have an opportunity to be present.

COMMON MISCONCEPTIONS

Trustees work at the Los Gatos-Saratoga Union High School District

Board Trustees often have full-time jobs outside of their elected position and are only present at LGSUHSD Board Meetings, one-on-one meetings with the Superintendent, or at site events/activities.

The Board already discussed the item they are about to vote on

Under the Brown Act, the Board cannot legally discuss items within their jurisdiction outside of a public meeting.

This is oftentimes why the Board doesn't reply to emails that have been delivered to all or multiple Board Members.

The Board President is the only member who can speak on behalf of the Board.

Communications to and from multiple Board members run the risk of becoming a "serial meeting" between Board members that is prohibited by the Brown Act

WHEN CAN I MAKE A PUBLIC COMMENT

Closed Session Items: prior to closed session.

Items Not Listed on the Agenda: this item is listed on the agenda as "public comment on Non-Agendized items", public comment regarding items not listed on the agenda will be heard at that time. (regular meetings only, does not pertain to special meetings)

Items Listed on the Agenda: Members of the public attending the meeting wishing to address the Board regarding items on the agenda may do so when the item is under consideration, assuming the item falls within the Board's jurisdiction.

All members wishing to speak should complete a blue card and hand it to the Executive Assistant/Recorder prior to the start of the meeting, or if remote, raise your hand at the start of the item being discussed.

Please refer to the agenda for specific instructions on speaking at a board meeting, time limits, etc. or if you have any questions reach out to the contact below.